

Resource Allocation Selection System (RASS)

Quick Reference

Intern

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RASS Overview

The Resource Allocation Selection System (RASS) is a real-time, web-based computer application that centralizes management of funds for ACTEDS approved DA Intern and Competitive Professional Development (CPD) training. It enables the online creation, submission, approval, status tracking, and reporting of training and travel-related request forms (DD Form 1556, DD Form 1610 and Standard Form 1164).

Training Request Process

The following table describes the training request process.

Step	Process
1	Budget Chief creates the Annual Funding Plan.
2	Functional Chiefs Representatives (FCRs) and MACOM Intern Coordinators (MICs) create Obligation Plans.
3	CPD Participant and Intern Data is verified.
4	Training candidate submits training forms (DD Form 1556 and DD Form 1610).
5	Supervisor approves (or disapproves) training request.
6	FCR approves CPD candidate training requests and MIC approves Intern training requests.
7	Budget Analyst approves funding for training requests.
8	Intern/CPD candidate, supervisor, and MIC/FCR are informed of funding approval by Budget Analyst.
9	Daily Actual Obligations reported.

Main Functions in RASS

Main functions in RASS are accessible via the buttons on the main menu. The actual buttons vary by type of user. The following table describes the basic functionality of each of the main functions, and which user(s) have access to them.

Section	Functionality	Available to
Training Request	Create new training request – DD Form 1556 and DD Form 1610. Create expense reimbursement request – SF 1164. Create new TDY travel request – DD Form 1610. Check status of training request.	ACTEDS Interns, CPD candidates
Group Training Request	FCRs/MACOM Intern Coordinators (MICs) create group training requests – DD Form 1556.	FCRs, MICs
Training Approval	Review and approval (or disapproval) of training request, TDY travel request, and expense reimbursement.	Supervisors of ACTEDS interns and CPD candidates, FCRs,

		MICs
Funding Approval	Approval of training request and expense reimbursement.	Budget Analyst
Account Management	Create and edit Annual Funding Plan and Obligation Plans.	FCRs, MICs
Reports	Create, view and edit reports.	FCRs, MICs, Budget Analysts
Personnel Management	Input CPD candidate/Intern information.	FCRs, MICs
RASS Help	Online help system for RASS.	All users

Initial Log In

The following table describes the steps for logging in to RASS the first time, which includes changing your password, and updating your Personnel Data Sheet.

Step	Description
1	Select the RASS link.
2	On the RASS screen, in a separate window, the U.S. Department of Defense Warning Statement is displayed; select OK, to close the window.
3	On the RASS page, in the AKO User Name field, enter your AKO User Name. Note: Your AKO User Name is the part of your AKO email address <u>before</u> @us.army.mil (e.g., joseph.rogers).
4	In the Password field, enter your SSN (Social Security Number) without hyphens and select Enter.
5	On the RASS page, in the Password field, enter a new password. Note: The password must be <u>at least</u> 8 characters. The password cannot begin or end with a number. It must contain at least 2 uppercase letters, one number, and one special character. Examples of special characters are: !, #, \$, %, *
6	In the second Password field, re-enter the new password and then select Enter. Note: Use this new password for all future log ins to RASS.
7	On the Personnel Data Sheet page, fill out the data sheet and then select Update Record (see <i>Itemized Instructions – Personnel Data Sheet</i> , pg. 9, for specific instructions).
8	The following confirmation message is displayed: User Profile Updated Successfully
9	Select Back to Main Menu.

Logging In to RASS

The following table describes the steps for logging in to RASS (after your initial login described above).

Step	Description
1	Select the RASS link.
2	On the RASS screen, in a separate window, the U.S. Department of Defense Warning Statement is displayed; select OK, to close the window.
3	On the RASS page, in the AKO User Name field, enter your AKO User Name. Note: Remember your AKO User Name is the part of your AKO email address before @us.army.mil.
4	In the Password field, enter your RASS password and select Enter. Note: Your RASS password is the password that you created when you initially logged on to RASS. Remember: Passwords are case sensitive.

Create New Training Request – DD Form 1556

- The following table describes the steps for creating a new training request.
- If you are applying for a training course that will require air transportation, you will need to obtain the plane fare before completing the TDY Request form.

Step	Procedure
1	On the RASS Menu, select Training Request.
2	On the Training Request page, select DD Form 1556/1610 – Training/TDY Request.
3	On the Training Request – Travel or Other Costs window, select: Yes, if there are travel or other costs associated with the training request (instructions are in the next section), or No, if there are no travel or other costs associated with the training request (or if there is only local travel required). Note: By selecting No, you bypass the DD Form 1610.
4	On the Training Request – Local Travel window, select: Yes, if it is local travel (mileage and similar expenses), or No, if it is not local travel. Note: When you select No, the entry page for the DD Form 1556 is displayed. When you select Yes, the SF 1164 – Reminder window is displayed (you will need to complete your SF 1164 expense reimbursement after the training is completed). Select OK, to close the reminder window.

Step	Procedure
5	<p>On DD Form 1556 – Training Request – Page 1, answer the questions and select Continue. See <i>Itemized Instructions – DD Form 1556 Training Request</i>, pg. 9, for specific instructions on completing the form.</p> <p>Note: To save the form entries and complete the form later, select Save. When you save a form, it must be completed and submitted within 14 days. After 14 days any incomplete forms are purged from the system.</p>
6	Continue answering the questions and selecting Continue on pages 2 through 4, to complete the training request.
7	<p>On DD Form 1556 – Training Request – Page 4, after answering the questions, select Review.</p> <p>Note: Make sure your supervisor's AKO User Name is entered correctly, to ensure proper routing of your request for training approval. Use only the part of the AKO email address before @us.army.mil (e.g., joseph.rogers).</p>
8	<p>On the DD Form 1556 – Review page, review your entries.</p> <p>If there is a TDY Travel Request for this training request, select Go to DD Form 1610 and follow the steps to create DD Form 1610 TDY Travel Request (next section).</p> <p>Note: If you need to make a correction to any of your entries, select Go Back to Entry Page to return to the entry page.</p>
9	On the DD Form 1556 – Training Request Disclaimer Page, select Continue to Submit.
10	<p>On the DD Form 1556 Training Request Submit Page, the following message is displayed:</p> <p>Submitted successfully! An e-mail requesting approval of this form will be sent to your supervisor.</p>

Create New TDY Travel Request with Training Request – DD Form 1610

- The following table describes the steps for creating a TDY travel request in association with a training request.
- The DD Form 1610 will display automatically after you complete the training request form (process described above) if you had so indicated when you started the training request. You can also create a TDY travel request separately (described in the next section).
- If you are applying for a training course that will require air transportation, you will need to obtain the airfare before beginning this form.

Step	Procedure
1	After reviewing your DD Form 1556, on the DD Form 1610 – Entry page, answer the questions, and select Continue, to continue filling out the TDY travel request. See <i>Itemized Instructions – DD Form 1610 TDY Travel Request</i> , pg. 11, for specific instructions on completing the form.

Step	Procedure
	Note: To save the form entries and complete the form later, select Save. When you save a form, it must be completed and submitted within 14 days. After 14 days any incomplete forms are purged from the system.
2	On the last entry page, select Review to go to the Review page.
3	On the DD Form 1610 – Review page, review your entries and then select Submit. . Note: If you need to make a correction to any of your entries, select Go Back to Entry Page to return to the entry page.
4	On the DD Form 1556 – Training Request Disclaimer Page, select Continue to Submit.
5	On the DD Form 1556/1610 Training Request Submit Page, the following message is displayed: Submitted successfully!

Create New TDY Travel Request – DD Form 1610

The following table describes the steps for creating a new TDY travel request. This can be done as part of a training request (see section above) but you can also create a TDY travel request by itself (covered in this section).

Step	Procedure
1	On the Training Request page, select DD Form 1610 – TDY Request.
2	On the DD Form 1610 - TDY Travel Request – Page 1, answer the questions and select Continue. See <i>Itemized Instructions – DD Form 1610 TDY Travel Request</i> , pg. 11, for specific instructions on completing the form. Note: To save the form entries and complete the form later, select Save. When a form is saved, it must be completed and submitted within 14 days. After 14 days any incomplete forms are purged from the system.
3	Continue answering the questions and selecting Continue, to complete the TDY request. On the last entry page, select Review to go to the Review page.
4	On the DD Form 1610 – Review page, review the entries and then select Submit. Note: If a correction needs to be made to any of the entries, select Go Back to Entry Page to return to the entry page.
5	On the DD Form 1610 TDY Travel Request Submit Page, the following message is displayed: Form submitted successfully! An e-mail requesting approval of this form will be sent to your supervisor.

Create New Expense Reimbursement – SF 1164

- The following table describes the steps for creating a new expense reimbursement request.
- This form should be completed and submitted after the expense has been incurred (e.g., after you have completed local travel to attend a training event).
- Expenses are shown in three areas: local travel (for mileage reimbursement), telephone or fax expenses, and other expenses (fare/toll, parking, tips, etc.). Use the buttons under item 1 to display the appropriate sections.
- You can click on any of the buttons more than once if you have more than one type of these expenses, for instance, if you are travelling locally two days, add two Local Travel sections, or if you have parking fees and a toll, add two Other Expenses sections.

Step	Procedure
1	After completing training, on the RASS Menu, select Training Request.
2	On the Training Request page, select SF 1164.
3	On the SF 1164 – Local Travel Form page, enter the Supervisor’s AKO User Name. Note: Be sure to enter the correct AKO User Name or the form cannot be routed properly. Use only the part of the AKO email address before @us.army.mil (e.g., joseph.rogers).
4	In the section regarding specific expenditures select the appropriate expenditures (Add Local Travel Expenditure, Add Telephone/Fax Expenditure, Add Other Expense (Itemized)) and answer the questions related to those expenditures. See <i>Itemized Instructions – SF Form 1664 Local Travel</i> , pg. 13, for specific instructions on completing the form. Note: To delete an expenditure, select Remove This Expenditure within the box of the expenditure to be deleted.
5	When expenditures have been added, select Review, to review the entries. Note: To save the form entries and complete the form later, select Save. After 14 days any incomplete forms are purged from RASS.
6	On the SF 1164 – Review page, review the entries and select Submit. Note: To make a correction to any of the entries, select Back to Entry Page to return to the entry page.
7	On the SF 1164 – Local Travel Form Submit Page, the following message is displayed: SF 1164 submitted successfully!

Check Status of Submitted Forms

The following table describes the steps for checking the status of a training, TDY travel, or expense reimbursement request.

Step	Procedure
1	On the RASS Menu, select Training Request.
2	On the Training Request page, select My Forms.
3	On the Form Status Review page, in the Form View Filter box, select Submitted Forms, and select View Forms.
4	In the Itemized Claims box, view the status column.

Access an Incomplete Form

The following table describes the steps for accessing an incomplete form.

Step	Procedure
1	On the RASS Menu, select Training Request.
2	On the Training Request page, select My Forms.
3	On the Form Status Review page, in the Form View Filter box, select Incomplete Forms, and select View Forms.
4	In the Itemized Claims box, select the document number for the form to be completed.
5	On the Form Entry page, complete the entries for the form and select Review.
6	Follow the steps for submitting the form from appropriate section above sections.

Print Approved Form

The following table describes the steps for printing an approved form.

Step	Procedure
1	On the RASS Menu, select Training Request.
2	On the Training Request page, select My Forms.
3	On the Form Status Review page, in the Form View Filter box, select Approved Forms, and select View Forms.
4	In the Itemized Claims box, select the PDF link for the form to be printed.
5	On the PDF page, select File menu, select Print and then select OK.
6	The form will be printed.

RASS Help

For additional instructions on how to use RASS access RASS Help.

Itemized Instructions – Personnel Data Sheet

- Items with an asterisk (*) are required.
- Some items may already be filled in with data taken from the central database. If any of them are incorrect, change them.
- You can make changes to your Personnel Data Sheet at any time by selecting the Personnel Data Sheet button on the RASS main menu.
- Information you provide on this data sheet will be used when creating training or travel requests.

Item	Data Element	Description/Notes
1	Social Security Number	SSN field is prepopulated and cannot be changed.
2	Full Name	Full Name field is prepopulated. First and last names are required.
3	Home Phone Number	Enter your home phone number (area code first) without hyphens (10 char).
4	Work Phone Number	Enter your work phone number (area code first) without hyphens (10 char).
5	DSN	Enter your DSN work phone number if you have one (no hyphens) (7 char).
6	OCONUS Home Phone Number	For OCONUS interns, enter your home phone number without hyphens (15 char).
7	OCONUS Work Phone Number	For OCONUS interns, enter your work phone number without hyphens (15 char).
8	OCONUS DSN	For OCONUS interns, enter your DSN work phone number if you have one (15 char).
9	Home Mailing Address	Enter your home mailing address. Street address, city, state, and zip code are required.
10	Work Mailing Address	Enter your work mailing address. Street address, city, state, and zip code are required.
11	Career Program *	Use the drop-down menu to select your career program.
12	Education Level *	Use the drop-down menu to select your highest level of education.
13	Pay Plan *	Enter your pay plan (e.g., GS).
14	Occupation series code *	Enter your occupation series code (e.g., 2210).
15	Pay grade *	Enter your pay grade.
16	Pay step *	Enter your pay step.
17	Position title *	Enter your position title.
18	MACOM *	Use the drop-down menu to select your major command.

Itemized Instructions – DD Form 1556 Training Request

- Items with an asterisk (*) are required.

- Some items may already be filled in with data taken from the RASS database. If any of them are incorrect, change them.

tem	Data Element	Description/Notes
Page 1		
1	Continuous federal service *	Use the drop down menus to indicate the number of years and months of continuous federal service (since your last appointment (which is often the same as your first appointment)).
2	Position level *	Use the drop down menu to indicate your supervisory level (including non-supervisors).
3	Type of appointment *	Use the drop down menu to indicate your type of appointment (career conditional, career, etc.).
4	Handicap	If you have a handicap or disabling condition, select the Yes button. This is so that accommodations can be made.
5	Course title *	Enter the course title.
6	Training objectives *	Enter your objectives for taking the course. Objectives should be brief and indicate the benefits that will be derived by the government. Example: To learn how to use PowerPoint in order to create more effective briefings.
Page 2		
7	Name of training source *	Enter the name of the school or training facility.
8	Mailing address	Enter the mailing address of the school or training facility (street, city, state, and zip are required).
9	Physical address	Click the Yes button if the location of the actual training site is different than the mailing address (e.g., a satellite campus of a college). When you select Yes, a block will display for you to enter the city and state of the training.
10	Purpose *	Use the drop down menu to indicate the purpose of the training (new technology, improve present performance, etc.).
11	Type of course *	Use the drop down menu to indicate the type of course (specialty and technical, clerical, supervisory, etc.).
12	Source *	Use the drop down menu to indicate the source of the training (non-government, Army, etc.).
13	Priority	Use the drop down menu to indicate the priority if applicable (1, 2, or 3). Leave blank if unknown.
14	Training level	Use the drop down menu to indicate the level of training (vocational, college, postgrad, etc.). Use item 3 for training courses not being taken at an elementary or high school or college.
Page 3		
15	Course number *	Click the Yes button if there is a course or catalog number for the course, then enter the number in the displayed field. Leave the No button checked if there is no number.

16	Start date *	Enter the starting date of the course using the format YYYYMMDD, e.g., 20040510.
17	Completion date *	Enter the ending date of the course using the format YYYYMMDD, e.g., 20040514.
18	Duty hours *	Enter the number of duty hours (in the classroom).
19	Non-duty hours *	Enter the number of non-duty hours (e.g., homework). If none, leave at zero.
20	Tuition *	Click the Yes button if there is tuition or other costs (books and materials) for this course. Do not include cost of travel. Leave the No button checked if there are no costs.
Page 4		
21	Supervisor's name *	Enter your supervisor's name.
22	Supervisor's title *	Enter your supervisor's title.
23	Supervisor's AKO user name *	Enter your supervisor's AKO (Army Knowledge Online) user name (the part of the AKO email address before @us.army.mil (e.g., joseph.rogers)). This field must be accurate, otherwise your supervisor will not receive your training request. If you're not sure, ask your supervisor.
24	Supervisor's phone	Enter your supervisor's work phone number.

Itemized Instructions – DD Form 1610 TDY Travel Request

- Items with an asterisk (*) are required.
- If you are using airline transportation for this TDY, you will need to know the airline fare in order to complete the form.
- If you are not sure how to complete certain entries, see your supervisor or your organization's travel coordinator.

tem	Data Element	Description/Notes
Page 1		
1	Type of order *	Use the drop down menu to indicate the type of travel order you are preparing: TDY (normal). Select Amendment if you are changing a travel order that has already been issued. Select Revocation to cancel a travel order.
2	Number of days *	Enter the length of your TDY – including travel day(s). Example: if you are taking a one-week course (Mon-Fri), traveling on Sunday and returning Friday, enter "6".
3	Proceed date *	Enter your departure date using the format YYYYMMDD, e.g., 20040510.
4	Overseas	Click the Yes button if the TDY is overseas, then enter a narrative indicating the overseas destination. If not overseas, leave the No button checked.
5	Leave	Click the Yes button if you are taking leave in conjunction with this TDY request (this will be reflected in your orders).

6	Traveling from another location	Click the Yes button if you will be leaving from a different location (other than your home or office). If not, leave the No button checked.
Page 2		
7	Itinerary *	Enter the location (city, state) where you will be leaving from, going to, and returning to, e.g., From: Aberdeen, MD To: San Diego, CA Return: Aberdeen, MD
8	Mode of transportation *	Check the appropriate block(s) for your mode of transportation: <ul style="list-style-type: none"> Commercial includes airline, rail, bus, and ship. If using air, you will need to enter the airline ticket cost. Government includes vehicle (e.g., a government-owned car), ship, or air (e.g., government-chartered flight). Local includes taxi or other (e.g., shuttle or bus to and from airport). Privately Owned Conveyance is normally your car. If you check this, you will not be able to select any other modes. If your principal mode of transportation is commercial air then select Commercial Air and do NOT select Privately Owned Conveyance. If you are driving your car to the airport, you can claim mileage and/or parking expenses in item 9 (next item).
9	Cost of mode of transportation *	Enter the total of your transportation costs excluding airline tickets (which you include in question 8 above), such as estimated shuttle bus or taxi fares, parking, etc.
10	Method for per diem rate	Check the appropriate button to indicate whether your per diem rate will be the standard JTR (Joint Travel Regulations) rate or some other rate. Normally it will be the standard rate. Enter the daily per diem rate. For standard per diem rates, click on the link to open the JTR per diem rate lookup page. Begin by selecting either Contiguous US Search , or Overseas & OCONUS Search . Then select the state (CONUS) or country (OCONUS) and locate the city (or base) where the training is being held. The per diem rate for that location is the figure in the “Max Per Diem” column.
11	Total per diem *	Enter the total per diem for this trip (number of days of travel times the per diem rate shown in question 10). Note, the actual per diem for the first and last days of your trip will be $\frac{3}{4}$ of the daily rate, but you do not need to include that in your calculation.
12	Other costs	Click the Yes button if there are other costs associated with

		this trip. This includes parking fees, registration fees, and official long distance phone calls.
13	Government travel card *	Use the drop down menu to indicate whether you will be using a government charge card or not.
Page 3		
14	Supervisor's name *	Enter your supervisor's name.
15	Supervisor's title *	Enter your supervisor's title.
16	Supervisor's AKO user name *	Enter your supervisor's AKO (Army Knowledge Online) user name (the part of the AKO email address before @us.army.mil (e.g., joseph.rogers)). This field must be accurate, otherwise your supervisor will not receive your TDY request. If you're not sure, ask your supervisor.
17	Supervisor's phone *	Enter your supervisor's work phone number.

Itemized Instructions – SF Form 1664 Local Travel

- Items with an asterisk (*) are required.
- Use this form to claim expenses associated with local travel related to training.
- Expenses are shown in three areas: local travel (for mileage reimbursement), telephone or fax expenses, and other expenses (fare/toll, parking, tips, etc.). Use the buttons under item 1 to display the appropriate sections.
- You can click on any of the buttons more than once if you have more than one type of these expenses, for instance, if you are travelling locally two days, add two Local Travel sections, or if you have parking fees and a toll, add two Other Expenses sections.

tem	Data Element	Description/Notes
1	Supervisor's AKO user name *	Enter your supervisor's AKO (Army Knowledge Online) user name (the part of the AKO email address before @us.army.mil (e.g., joseph.rogers)). This field must be accurate, otherwise your supervisor will not receive your request. If you're not sure, ask your supervisor.
Local Travel		
A	Date *	Use the drop down menus to select the month, day, and year of local travel.
B	Departure city, state *	Enter the city and use the drop down menu to select the state from where you are departing.
C	Destination city, state *	Enter the city and use the drop down menu to select the state to which you are travelling.
D	Return to departure location *	Check the No button if you are returning to a different location than where you started, otherwise leave the Yes button checked.
E	Mileage *	Check the Yes button if you are claiming mileage for your travel (using your car), then enter the number of miles you traveled. The current mileage rate should already be

		showing and should not need to be changed.
Telephone/Fax		
A	Expenditure Type *	Use the drop down menu to indicate whether this expense is for telephone or fax.
B	Date *	Use the drop down menus to select the month, day, and year when you incurred the expense.
C	Amount *	Indicate the amount of the expense.
Other Expense		
A	Expenditure Type *	Enter the type of expense (toll, parking, etc.).
B	Date *	Use the drop down menus to select the month, day, and year when you incurred the expense.
C	Amount *	Indicate the amount of the expense.